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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Assistant Director for Communications

SUBJECT: Stock Control of Common Usage Items

DATE: MAY 18 1953

1. I believe that it is convenient at this time for The Office of Communications to relinquish to The Office of Logistics the administrative control and responsibility of such Agency common usage items as tools and hardware.

2. In the past this Office through necessity established stock of these items from Office of Communications funds for the support of field communication activities. These stocks were also available for issue to other Agency users and consequently this Office finds itself in the undesirable position of controlling the issue of non-communications items to other Agency activities.

3. Attached hereto is a list of the common usage items, the control of which this Office will relinquish at this time and I understand that in assuming the responsibility and control of these items your Office will maintain stock levels consistent with the requirements of this Office as well as other activities of the Agency.

4. To assist you with the initial phase of this program my Office has initiated stock procurement on most of the items listed in order to bring them to their maximum stock level. Also for your guidance recommended stock levels are indicated opposite each item on the attached list.

5. Your comments and concurrence regarding this proposed transfer of responsibility are requested.

Attachment

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